

MAIL TO:  
Office of the Attorney General  
Registry of Charitable Trusts  
P.O. Box 903447  
Sacramento, CA 94203-4470

STREET ADDRESS:  
1300 I Street  
Sacramento, CA 95814  
Telephone: (916) 323-5079

WEB SITE ADDRESS:  
<http://ag.ca.gov/charities/>

# INSTRUCTIONS FOR REGISTRATION COMMERCIAL FUNDRAISER FOR CHARITABLE PURPOSES (Form CT- 1CF)



## WHO MUST FILE

Every commercial fundraiser for charitable purposes in California must register with the Attorney General's Registry of Charitable Trusts prior to soliciting any funds in California for charitable purposes.

## WHEN TO FILE

Commercial fundraisers must register annually in California for each calendar year of solicitation. To avoid late fees, the last day for filing the registration form is January 15 of the applicable year.

## FEE MUST ACCOMPANY REGISTRATION

A registration fee of \$200 must accompany each registration form. The registration fee must be paid by CHECK payable to the REGISTRY OF CHARITABLE TRUSTS. Registration forms not accompanied by a check will not be processed and will be returned.

## BOND MUST ACCOMPANY REGISTRATION

Each application for registration or renewal of registration must be accompanied by a cash deposit or a bond issued by an admitted surety in favor of the State of California and in a form acceptable to the Attorney General. The cash deposit or bond shall be in the amount of twenty-five thousand dollars (\$25,000).

## FEES MAY BE IMPOSED FOR DELINQUENT REGISTRATION

Government Code Section 12586.1 authorizes the Attorney General to charge late fees for each month or part of the month for registrations not received by January 15. The Government Code section can be found on the Charitable Trusts Website at <http://ag.ca.gov/charities/> under "Statutes and Regulations."

## FOR ADDITIONAL INFORMATION

Additional information is available on the Charitable Trusts website at <http://ag.ca.gov/charities/>. You may also contact the California Attorney General's Registry of Charitable Trusts at (916) 323-5079.